



## JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Associate Governmental Program Analyst (AGPA)  
(Limited Term - 12 months)

**LOCATION:** Office of Systems Integration (OSI)  
Case Management Information & Payrolling System (CMIPS) II Project  
8745 Folsom Boulevard, Suite 230  
Sacramento, Ca 95826

### FREE PARKING

The successful candidate will join a team of professional staff working to support the procurement and implementation of a new computer system to replace the 25 year old Case Management, Information and Payrolling System. This system supports the case management and payroll needs of adults and families who receive In-Home Supportive Services and the payroll requirements for their paid caregivers.

**FINAL FILE DATE:** Until Filled

**SALARY:** \$4,111 - \$4,997 per month

### DUTIES/RESPONSIBILITIES:

Under the general direction of the Administrative Manager (Staff Services Manager I), CMIPS II project, the AGPA functions as the project librarian by independently developing, implementing and maintaining the electronic and hardcopy document libraries. Gathers project information to conduct analytical studies on business requirements and practices to develop and document the project document management guidelines, plans and procedures. Researches federal and state regulations on document retention guidelines; facilitates workgroups to identify project processes and procedures for storage of documentation and artifacts, cataloging, and file structure; and provides recommendations and alternative solutions to management. Develops project policies and formulates procedures for the records retention schedule and destruction plan. Receives, catalogs, files and electronically enters deliverables, project documents, and archiving tasks. Researches and develops training materials and strategies to meet the training needs of project staff; trains staff on the use of document management procedures and tools; evaluates and makes decisions on changes to the electronic document management system. Additionally, the incumbent gathers, researches, and analyzes data on complex issues to prepare issue papers, chronologies, and a variety of special project documents requested by management, internal staff and external entities.



**Desirable Qualifications:**

- Certificate or degree in library sciences from an accredited institution of higher learning.
- Demonstrated experience in records management for a governmental agency.
- Demonstrated skill with a computerized document management system.
- Demonstrated skill with Microsoft Office applications (e.g., Word, Excel, Visio, and Project).
- Experience working independently.
- Demonstrated dependability and good attendance.
- Ability to organize and prioritize work to complete assignments within strict timeframes.
- Willingness to work overtime when needed.

**Who May Apply:**

Current State employees who are currently an AGPA or have transfer eligibility to the AGPA classification. (If applicable, please indicate your eligibility in box 12 of your application.)

Persons who have AGPA certification list eligibility. (If applicable, please indicate your eligibility in box 12 of your application.)

SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate in box 12 of your application that you are a surplus candidate and attach a copy of your surplus letter.)

**Inquiries regarding this position may be directed to John Parker at (916) 229-0884.**

**Please include RPA #06-056 on the front page of your State application. Candidate may be selected by competitive interview or resume review.**

**Submit a State of California Std. 678 Application to:**

Office of Systems Integration  
Case Management Information & Payrolling System (CMIPS) II Project  
Attn: John Parker, Ref: RPA 06-056  
8745 Folsom Boulevard, Suite 230  
Sacramento, CA 95826